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PUBLIC WORKS COMMITTEE MINUTES

1-28-14

Call to order

Todd Klahn called meeting to order at 6:05 pm.

Present: Chair Todd Klahn, Steve Lust.

Also Present: President Nadine Walsten, Director of Public Works Director Mark A. Langer.

Welcome Trustee Levi Cutler

Committee will wait on this until Levi arrives.

Approve committee minutes of 10-22-13

Klahn moved, second by Lust to approve minutes of 10-22-13, carried.

Mission statements

The committee reviewed the Public Works and the Utilities mission statements. Committee agreed no changes needed.

Review 2013 yearend report (attached)

The committee reviewed the yearend report. Some noted items were weed/snow letters and billing, grants and donations, Well #1, and phosphorous planning.

Brooklyn Business Complex update

Langer said no real changes since discussed at Board, punch list to be completed when weather allows. Walsten said EDC suggests putting signs on a skid till spring. Langer stated that holes may still be able to be dug, but Public Works just hasn't had the time to try. Walsten said the signs aren't made yet, but shouldn't be long now.

Walsten stated that there are two companies showing some interest in the area right now.

Trustee Cutler arrived.

Welcome Trustee Levi Cutler

The committee welcomed Levi Cutler.

Discuss/recommend to Board 2013 Budget carryover funds

Langer discussed several items in the 1-28-14 detailed 2013 budget sheets handed out, that may have closing 2013 expenses posted after auditors arrive. After discussions with Clerk Strause on how to proceed, would like approvals to use some of these funds in 2014. Noted items were: previously approved extra engineering funds (for phosphorous study), tree removal/replacement, brush grinding, some sludge removal, pumping equipment expense, WWTP equipment repairs, hydrant replacement (do two in one year for better price hopefully), and software support/hardware. PWs/WWTP computers and software are from 2008 and in the computer "world" are getting obsolete and developing issues.

Langer said that Clerk Strause would rather not do any budget amendments because of what it does to the Villages bottom line percentages for 2014 budget restraint formulas. She suggested that there are other ways to monitor/use these monies.

Cutler moved, second by Klahn to approve the use of these 2013 funds for Public Works and the Utilities with Clerk Strause figuring out the best way to do it. Motion carried unanimously.

Discuss/recommend to Ordinance Committee possible changes that relate to snow/removal/vehicles

Klahn said that this was an item he wanted to discuss, about an issue with the Police Department talking to a skid steer driver clearing snow in the Village. Klahn said he would like to see the Village adopt the Wisconsin DNR ATV standards (Langer printed off web site and handed out-ATTACHED) for snow removal adding skid steers and other snow removal equipment in it. Discussion followed about one person complaining a lot in the Commons area, plowing in the early morning, the 1 or 2 mile distance, yellow lights, ansi class 2 hi-visibility vests/coats, and whether this should go to Ordinance committee or straight to Board? Lust said that ordinance hasn't met in quite awhile and Klahn said he would suggest it goes to Board.

Cutler moved and second by Klahn recommend to Board for the Village of Brooklyn to adopt Wisconsin DNRs policy on ATV snow removal adding skid steers and other snow removal equipment, and operators shall wear fluorescent DOT/ANSI class 2 hi-visibility vests or coats. Motion carried unanimously.

Approve continued policy on sharing equipment/labor with other municipalities

Langer just wanted to remind the committee that PWs will continue this practice as in the past, with their approval. It was explained to Cutler that the Village works with mainly the Town on sharing loaders, tractors, tools, etc..., and help with labor when needed. The committee agreed that this was a good practice and should continue.

Discuss/accept Oregon Girls Youth Softball donation and update.

Langer said that OGYS would like to donate materials and installation of a batting cage to Legion Parks big diamond area (probably by the third baseline fence). Cutler was brought up to speed on the previous generous donations from OGYS. Cutler moved, second by Lust to recommend to Board to accept the OGYS donation of a batting cage for Legion Park. Motion carried unanimously

Fly Dane

Langer said that Dane Co. has sent this project out for bids and Fred from Dane Co. said it appears that the Villages cost will be closer to \$200.00 for the Village in 2014, than the \$1100.00 previously discussed in 2013. This would be at the 6 inch imagery resolution. If the Village would like, there is an option for 3 inch imagery resolution at an estimated cost of \$4000.00. The committee agreed that the 6 inch should be satisfactory for the Village.

Wisconsin Urban Forestry Grants update

Langer said no payments' have been received for the 2-2013 grants yet. Also there was no word on the status of 2014 Grant that was applied for.

Alliant E-Grant update

No word on this yet.

Other Grant updates

Langer said this information was given at Board meeting, Kaboom grant was turned down for now and ATC gave \$500.00 for trees.

Discuss newly purchased Village property including garage, 103 Hotel St.

Langer wanted some direction on future of this site and building. After some discussion it was decided that the building should be monitored for safety status, it could be used by PWs if need be (hasps and locks would need to be installed), and holes would need to be patched. Also if/or when it becomes an issue safety wise, or looks (paint is peeling), then PWs would tear down. Public Works now has this added to their work load for mowing, trimming and snow removal. Klahn stated this will be a parking lot.

Crack seal reimbursement

Langer said that although DNS (Travis) agreed to pay the difference of \$825.00 on last year's crack sealing he couldn't get done (Green Co completed), there ended up being less of a difference in cost than what was projected. When Green co was doing the work the cracks and curb lines were not as wide as previously thought so it took less time and material. It is suggested that a more accurate figure be \$400.00. Lust moved, second by Cutler to reduce and accept \$400.00 from DNS for the 2013 crack seal reimbursement. Carried with Klahn abstaining.

Energy Plan discussion

Langer said that Walsten has had discussions with him on developing an energy plan for the Village. One thing the committee discussed was revisiting the solar power that WWTP looked at implementing in 2012. After some discussion (WWTP and Community Building mainly) it was decided to have Langer and Straka (Strand Engineer) take a look at (WWTP solar/focus on energy) and come back to one of the next meetings with their recommendations.

As far as a formal Energy Plan the committee decided to table this until/or if the Village wants to invest some money towards it in 2015 budget cycle.

Sidewalks/walking paths/bike trails discussion

Langer said Walsten also asked him about pursuing this some more, so he added it to the agenda. The Village has applied for Safe Routes to School grants in the past but never received any. The committee discussed and one thought is that the first application for grant funds should be to develop a plan on all these alternative transportation issues. If successful in obtaining, (and developing the plan), the Village may have a better chance at monies to implement such a program.

Langer said that Straka told him the Safe Routes to School program has been replaced by a new one now called Transportation Alternatives Program. The next application cycle for this is in 2015. The committee suggested tabling this for now and see if the Village wants to revisit during 2015 budget cycle.

2014 DNR Public Water System annual report

Langer said he wanted the committee to recognize Utility Superintendant Spilde on doing another fine job in 2013, apparent by the favorable report the Village received. The committee agreed. A couple items discussed from the report are that there were no significant deficiencies, rates should be continued to be

reviewed and adjusted as necessary, an excellent job was done running and maintaining the water system, the department needs more staff to insure quality services and maintenance, hydrants should be number tagged, and well#1 gas tank issue should be addressed.

Langer also said Curt should be recognized for his involvement with trying to stay on top of flushing hydrants and exercising valves.

Utilities Report

Noted items: Generators still 4 weeks(+/-) out, yearend reports being done, broken water main on Bowman (Langer said as of today there appears to be another one), weather issues, DNR inspection (already discussed), sludge hauling (more gallons hauled and spent less money than 2012), and lift station issues.

Langer said he would like approvals to use some of the 2013 monies discussed earlier to repair the WWTP screen. It has been giving the plant issues steadily this winter. Spilde has received one quote and is pursuing two more. The labor will be around \$2400.00 and the parts are estimated at another \$1500.00. Langer said that the other thing that may need the previously discussed 2013 funds is sludge hauling. With the steady below average temperatures' so much ice is in the bio-solids tanks that we may not be able to decant as soon as usual. If so we may have to have some more hauled away, this would probably be Madison Met. Cutler moved, second by Lust and carried unanimously to allow the use some of the previously discussed 2013 funds to buy parts and pay for labor of the WWTP screen.

Public Works Report

Noted items: Alliant will be in town off and on working on their utility poles, Ice Rink, some painting maintenance, and website status.

Langer said he was asked to put together a prioritized capital improvement list which the committee reviewed. Discussion followed and the committee decided that it should be handed out to all Department heads, tally up the results and bring blank copies to the next board meeting with Department head results for further discussion. Langer will work with Clerk Strause to get ready for next board meeting.

Next Meeting-Tuesday 2-25-14

Adjourn

Cutler moved to adjourn at 7:40 pm. Second by Lust and carried.

Respectfully

submitted – Mark A. Langer, Public Works Director – 608-455-1842